

Funding Process

Once your project has been approved, the project manager will notify you to indicate the date of approval, amount of funding and confirm the terms of the project approved by the Board at the Agricultural Development Board Meeting. Your project manager and Agricultural Development Board legal counsel will then draft an agreement and send it to your organization for review.

If the agreement is acceptable, you will be requested to have an individual authorized for the organization to sign the agreement. You will also be requested to send a document indicating that the individual executing the agreement possesses the authority from the organization to sign said agreement. Typically, that document would be the by-laws of the organization which generally indicate who has the authority to sign legal documents on behalf of the organization.

Read the agreement cover letter from Legal Counsel and follow the instructions contained therein. It may contain information necessary for your funding.

The following issues generally cause the most delays

1. Make sure the organization/entity formally exists. For a corporation, formal existence would mean the filing of Articles of Incorporation and other necessary documents with the Secretary of State's office. When deciding whether to create some type of corporate type business entity, the applicant is strongly advised to seek legal counsel to address issues such as tax treatment and liability. While it is fairly easy to draft and file basic corporate papers, understanding the ramifications of said filing and implementing the proper procedures necessary to protect the corporate status can be complicated.
2. If a corporate entity applied, make sure your organization is registered in "Good Standing" with the Kentucky Secretary of State's Office as a legal entity for conducting business in Kentucky.

Organizations in "Bad Standing", must correct the rating before funds can be disbursed. Generally, filing paperwork and paying a small fee can correct this.

3. Make sure your organization sends documentation stating that the person who signed the agreement has been authorized by the organization to sign legal documents on behalf of the organization. Our office has been accepting the following:

✍ ✍ a letter on your organization's letterhead,

✍ ✍ a copy of the minutes of a meeting where it was voted that the identified person could sign the agreement(s) or

✍ ✍ a copy of your organization's by-laws if they clearly state that the President, or other identified officer, has the ability to sign legal documents on behalf of the organization.

If your organization is ready to begin receiving funds, please write a "**Request for Proceeds**" letter that includes the amount requested for the disbursement of funds. Send the letter and any other requested information to the address below:

*Governor's Office of Agricultural Policy
404 Ann Street
Frankfort, KY 40601*

Please call or email your area's Project Analyst with any questions.